

Personnel Management

Full-time Federal Technician Program

Summary of Changes. This handbook provides guidance on the Federal Technician (Dual Status and Non-Dual Status) Program for the California National Guard.

Applicability. California National Guard Full-time Personnel Handbook (CNGFPH) applies to all California Army and California Air National Guard technician and AGR employees and to commanders, managers and supervisors (military or civilian) with authority or responsibility over full-time personnel management.

Proponent and Exception Authority. The proponent of this handbook is the Joint Force Headquarters, J-1, Directorate for Human Resources. The proponent has authority to approve exceptions to this regulation when they are consistent with controlling laws and regulation.

Supplementation. Supplementation of this handbook is prohibited.

Suggested Improvements. Users of this handbook are invited to send comments and suggested improvements to Joint Force Headquarters, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101.

Distribution. Distribution of this handbook is Army - A and Air Force - F.

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1. Purpose.

This handbook is used for material of a permanent or long-term nature issued for instructional, informational, or reference purposes, or to provide technical guidance. CNGFPH's remain in effect until superseded or rescinded.

2. Abbreviations.

AWOL	Absence Without Leave
CAO	Change of Appointing Office
CFR	Code of Federal Regulations
COLA	Cost of Living Allowance
COP	Continuation of Pay
CSRS	Civil Service Retirement System
DCPS	Defense Civilian Pay System
DFAS	Defense Finance and Accounting Service
DOB	Date of Birth
DOD	Department of Defense
DS	Dual Status
EAP	Employee Assistance Program
EOD	Entry on Duty
EEO	Equal Employment Opportunity
FEGLI	Federal Employees Group Life Insurance
FICA	Federal Insurance Contributions Act (Social Security)
FERS	Federal Employees Retirement System
GOV	Government Owned Vehicle
GS	General Schedule
GTR	Government Travel Regulations
HMO	Health Maintenance Organization
HRO	Human Resources Office
IDP	Individual Development Plan
JTR	Joint Travel Regulations
KSA	Knowledge, Skills and Abilities
LES	Leave and Earnings Statement
LWOP	Leave Without Pay
LWOP-US	Leave Without Pay-Uniformed Services
NDS	Non-Dual Status
OASDI	Old-Age Survivors and Disability Insurance
OPF	Official Personnel Folder
OPM	Office of Personnel Management
OWCP	Office of Workers' Compensation Program
PD	Position Description
POV	Privately Owned Vehicle
PIP	Performance Improvement Plan
PRD	Pay Rate Determinant
QSI	Quality (Step) Increase
RIF	Reduction-In-Force

RTD	Return to Duty
SCD	Service Computation Date
TDY	Temporary Duty
TPM	Technician Personnel Manual
TPR	Technician Personnel Regulation
TSP	Thrift Savings Plan
WG	Wage Grade
WGI	Within-Grade Increase

3. Websites. The following web sites may be use for additional information and assistance.

www.calguard.ca.gov/cahr	Human Resources Office
www.dfas.mil/mypay/	Personal Pay Information
www.fsafeds.com/fsafeds	Flexible Spending Accounts
www.opm.gov	Office of Personnel Management
www.opm.gov/insure/life/index.asp	FEGLI (Life Insurance)
www.opm.gov/insure/health/index.asp	FEHB (Health Benefits)
www.tsp.gov	Thrift Savings Plan

4. Preamble. National Guard Background.

a. The National Guard grew out of the various state militias that have been a significant part of American defense history since the late 17th Century. With your selection as a National Guard Technician, you have become a federal employee covered by the National Guard Technician Act of 1968 (Public Law 90-486), and Title 32, United States Code 709 (32 USC 709). Because of this law, you are referred to as a military technician. Your primary mission as a military technician is to provide day-to-day continuity in the operation and training of Army and Air National Guard units, Soldiers and Airmen.

b. Military technicians are employees of the Department of Army or Department of the Air Force. Military technicians are required to maintain military membership in the National Guard in order to retain employment. However, unlike other Federal employees, the State Adjutant General has the authority to affect employment and is the level of final appeal for most personnel actions. With few exceptions, a military technician enjoys the same benefits, rights and privileges as other federal employees.

c. The National Guard also employs non-military technicians referred to as NDS technicians. If you are a NDS technician, your terms and conditions of employment are very similar to those described in this handbook, but not identical in all cases.

5. Absence and Leave.

a. Hours of Duty. The fulltime technician workweek varies depending on the unit of assignment. Generally, you are required to work 80 hours in a two-week pay period. See your supervisor for your work schedule. Technicians are authorized two paid 15 minute (paid) breaks (morning and afternoon) and one unpaid 30 minute lunch break. Breaks cannot be used consecutively.

b. Holidays. The Federal government is closed in observance of the following holidays. Only technicians in a pay status will be paid on these days.

New Year's Day	1 January
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

Holiday schedules are published annually in a Technician/AGR Administrative Instruction (TAAI).

c. Annual Leave. As an employee of the Federal government, you are eligible for authorized absences from work without loss of pay for vacations, family needs, and other emergency or personal situations. Except in emergencies, you must obtain your supervisor's advanced approval so your leave time and work responsibilities are coordinated to ensure orderly office operations and completion of assignments. Technicians accrue annual leave per pay period as follows:

- (1) 3 years Federal service – 4 hours
- (2) Over 3 years but less than 15 years Federal service – 6 hours
- (3) 15 years or more Federal service – 8 hours

d. A technician may carry over no more than 240 hours of annual leave to the next leave year. Technicians are required to schedule and expected to utilize any leave over 240 hours or it will be lost.

e. Advancement of Annual Leave. Under certain circumstances, you may be granted annual leave hours before you have actually earned them. Annual leave can be advanced up to the amount you can be expected to accrue by the end of the leave year. If you are retiring or separating from federal service, the amount you will earn prior to the anticipated date of retirement or date of separation may be advanced.

f. Sick Leave. Sick leave accrual is four hours per pay period and there are no limitations on how much sick leave can be accrued. Sick leave may be used for a technician's medical, dental or optical examinations or treatment, incapacitation for performance of duties by physical or mental illness, injury, pregnancy or childbirth. Sick leave may also be used for any activity related to adoption of a child. It is the technician's responsibility to notify his/her supervisor as soon as possible regarding the necessity of use of sick leave (contact your supervisor for work site leave policies).

g. Advancement of Sick Leave. Up to 240 hours of advanced sick leave may be advanced to a technician. When sick leave is advanced it must be supported by medical documentation describing the illness or injury and the anticipated duration of the disability.

h. Family Friendly Leave Act (FFLA). This law permits the use of up to 104 hours of sick leave each leave year to care for a family member or to arrange for or attend the funeral of a family member. Full-time employees may use 40 hours of sick leave for these purposes without regard to their current sick leave balance. An additional 64 hours may be used if the employee maintains a balance of at least 80 hours of sick leave in his or her sick leave account. Certain restrictions may apply, please contact your supervisor for details.

i. Family Medical Leave Act (FMLA). Technicians who have completed at least 12 months as either a permanent or indefinite employee are entitled to provisions under the Family Medical Leave Act (FMLA). This Act allows technicians to use up to 12 weeks of unpaid leave during a 12 month period for the birth and care of a child; making arrangements for adoption or foster care; the care of a spouse, son, daughter or parent with a serious health condition; or a serious health condition that makes the technician unable to perform the essential function of his or her position. Requests for leave under the FMLA must be submitted to the employee's supervisor with medical documentation not less than 30 days before leave is to begin or as soon as is practicable. Appropriate paid leave may be substituted for LWOP.

j. Leave Transfer Program. Under the Leave Transfer Program, technicians can donate annual leave to other technicians who are seriously ill or have family members who are seriously ill. Leave recipient applicants must exhaust all accrued leave to be eligible for the leave transfer program. Technicians may not transfer sick leave. Requests for donated leave are published in the HRO Technician/AGR Administrative Instruction (TAAI) notices and posted on the HRO web site. If you wish to donate leave or apply to become a leave recipient, contact your supervisor.

k. Bone Marrow or Organ Donor. Technicians are entitled to 7 workdays of paid leave each calendar year to serve as a bone marrow donor. Organ donors are authorized 30 workdays. This leave is recorded as an excused absence.

l. Military Leave. Military leave is authorized for permanent and indefinite technicians. Eligible technicians are authorized 120 hours of Military Leave each fiscal year (1 October) for the purpose of active duty, active duty for training, or Inactive Duty Training (IDT). Technicians may carry 120 hours of military leave from one fiscal year to the next; however the balance of their military leave cannot exceed 240 hours. Military leave is charged in 1 hour increments and is not charged during times that the employee would not normally be at work.

m. 22 Days Leave. Eligible technicians are authorized an additional 22 days of leave each calendar year for the purpose of providing military aid to enforce the law or for the purpose of providing assistance to civil authorities in the protection or saving of life or property or the prevention of injury. This provision may also be used for when mobilized under contingency orders. This is NOT a dual compensation benefit. You will receive the greater of your Civilian or Military pay. Collection of the lesser amount will be accomplished by the appropriate pay section.

n. 44 Days Leave. Technicians are authorized an additional 44 days military leave in a calendar year for participation in non-combat operations outside the United States and its territories. This leave is in addition to the 15

days (120 hours) military leave received at the beginning of each fiscal year (October). Technicians utilizing 44 days military leave DO NOT receive military pay but are paid their full technician pay only. Active duty orders must state "WITHOUT PAY" while on 44 days military leave.

o. Leave Without Pay (LWOP). Based upon your written request, you may, at the discretion of the agency, be granted approved absence from duty without pay. Leave without pay (LWOP) may be approved for such purposes as pursuing training beneficial to the agency, recovering from illness or disability, or sustaining your technician status and benefits pending actions of disability retirement or injury compensation claims. LWOP may be granted whether or not you have annual or sick leave to your credit. An SF 52, Request for Personnel Action, must be processed for LWOP in excess of 30 days and will be granted only in special circumstances.

p. Court Leave. Court leave is the authorized absence of a technician from work status for jury duty or for attending judicial proceedings in a non-official capacity as a witness on behalf of a state or local government. If the witness serves in a non-official capacity on behalf of a private party or for personal reasons, the technician must be in an appropriate leave status.

q. Excused Absence. An "excused absence" is absence from duty, administratively approved, without loss of pay and without charge to leave. The term "excused absence" is used interchangeable with the term "administrative leave." Both refer to a technician's absence from work, with approval, without a charge to annual leave or sick leave. This type of absence results from an administrative determination that the circumstances surrounding the particular absence are such that a technician should not lose pay or be charged leave. This absence may be granted in limited circumstances which are directly related to the mission of the National Guard, enhance professional development, or involve activities officially sanctioned by the National Guard. Examples include voting, blood donation (NTE 4 hours), certain conferences and conventions. Contact your HRO for administrative determination and/or approval.

r. Adverse Weather Dismissals. When The Adjutant General or delegated representative authorizes the shutdown or closure of a facility because of weather conditions or emergency situations, your supervisor will advise you when you will be required to report to work.

s. Absence Without Leave (AWOL). If you are absent from work without authorized leave approved by your supervisor, you are Absent Without Leave (AWOL) and placed in a non-pay status. An AWOL charge may result in disciplinary action.

6. Appointments.

a. General Information. Positions in the National Guard Technician Program that require military membership in the National Guard as a condition of technician employment are in the excepted service under the provisions of 32 USC 709. This status means that you are "excepted" from the rules that govern civil service employees in the areas of tenure and competitive requirements for appointments. Loss of military membership for any reason will cause termination of technician employment.

b. Veteran's Preference. This is not applicable in the National Guard Technician Program.

c. Military Uniform. You are required to wear the uniform while performing technician duties. Additionally, compliance with established grooming and weight control requirements is mandatory. While in uniform, even after duty hours, proper customs and courtesies will be extended as appropriate.

d. Compatible Military Assignment. You are required to be assigned to a military position compatible with your military technician position. Failure to maintain compatibility may be grounds for termination.

7. Travel.

a. When travel in connection with your duties is required, travel and per diem is authorized in accordance with Department of Defense Joint Travel Regulations. If you are required to travel, you may be issued a government credit card. This card may be used to obtain a cash advance (within per diem limits) from an ATM for travel and other travel expenses such as: airfare, motel, meals, etc.

b. Under no circumstance should a government travel card be used for personal use. It is your responsibility to promptly pay your credit card bill. Disciplinary action may result from abuse or improper use of your government travel card.

c. Upon completion of TDY travel, submit a travel voucher (DD Form 1351-2) to the appropriate reimbursement office within five days. You are required to furnish receipts for any official miscellaneous expenses over \$75. These receipts should be attached to your travel voucher claim. If you need assistance in completing your voucher, ask your supervisor. A correctly completed voucher will assist the Comptroller Travel and Voucher Section in promptly processing your claim.

8. Civil Service Status.

Employment as a military technician (excepted) does not result in competitive civil service status.

9. Overtime Pay.

National Guard technicians are not entitled to overtime pay.

10. Compensatory Time.

In lieu of overtime pay, you will be granted compensatory time. The amount of time off given is equal to the time you spent outside your normal duty hours, irregularly scheduled work, or for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. In order to be compensated, you must receive your supervisor's approval before performing such work. Compensatory time must be used within 26 pay periods from the pay period in which it was earned.

11. Physical Fitness.

Technicians may be granted authorized absences for up to 3 hours per week (1 hour intervals) to participate in an approved physical fitness program. This physical activity must be coordinated with your supervisor and conform to The Adjutant General's policy on the Physical Fitness Training Program (Reference CNGFPR 203).

12. Employment Status.

a. A permanent employee is a technician subject to Merit Placement (competitive) procedures and compatibility criteria who has successfully completed a one-year trial period. Permanent technicians are eligible for all employment benefits.

b. Trial Period. All National Guard technicians who must maintain military membership as a condition of employment are appointed in the excepted service and must serve a one-year trial period. The technician may be removed during this trial period if performance does not meet expected standards.

c. Indefinite Appointment. Indefinite employment is temporary in nature but without a time limit. Benefits are the same as a permanent technician with the exception of tenure (indefinite appointees do not serve a trial period). Indefinite technicians may be separated after a 30 day notice letter is issued by the agency.

d. Temporary Employment. Technicians may be hired for short periods of time. These temporary appointments do not confer the same benefits as permanent or indefinite appointments (temporary appointees do not serve a trial period) and the employee may be separated at any time.

13. Official Personnel Records.

Official Personnel Folders (OPFs) are established and maintained in the Human Resources Office. This folder contains official documents pertaining to your technician employment. You are encouraged to periodically review your OPF. If an employee decides to leave federal employment, the Official Personnel Folder is forwarded to the Federal Records Center, St. Louis, MO.

14. Supervisor Workfolder.

Supervisors are required to maintain an employee work folder. This folder may be reviewed at any time by the technician. Technicians are furnished copies of all Notification of Personnel Actions (Standard Form 50).
NOTE: Technicians are strongly encouraged to maintain these notifications along with other technician documents such as their application and resume.

15. Classification.

a. General Information. The classification process may impact a number of different aspects of your career, including advancement opportunities, pay, training, upward mobility, and other personnel programs. The grade of your job is determined by the application of job-grading standards or position classification standards. Your position description (PD) lists the major duties and responsibilities required of your position. Your position description has already been classified. A position classification specialist has reviewed the description of the assignment, compared it with job-grading standards and made a determination as to the appropriate pay plan, title, occupational series, and grade level. The standards are on file in the Human Resources Office and are available for your review.

b. Classification Appeals. If you disagree with the classification of your position, you may want to consider a classification appeal through your supervisory chain. The HRO can advise your supervisor of the procedures for submitting an appeal. One of three things may happen as a result of a classification appeal:

- (1) Position can be upgraded.
- (2) Position can retain the present grade level.
- (3) Position can be downgraded.

*Note: If it is determined you are assigned to an incorrect position description, you may be reassigned due to clarification of duties and responsibilities.

16. Employee Assistance Program (EAP).

a. General Information. The Employee Assistance Program (EAP) is a resource provided to technicians (and their family members) to use for non-work related problems at no cost to the employee. The California National Guard recognizes that personal problems can affect the employee's work, health and family. Some typical problems resulting in work problems are: parent/child relationship, alcohol or drug abuse, dealing with death and/or grief, financial problems, and legal issues.

b. Counseling. When an employee calls EAP, a trained professional will assist the employee (or family member) in finding the most appropriate counselor for the situation. A meeting is scheduled at an office in the employee's area. Contact with EAP is strictly confidential. A management initiated referral to the EAP is appropriate when management recognizes serious work performance problems related to alcohol/drug use, severe emotional issue or safety issues.

c. Management Initiated Referral. A management initiated referral to the Employee Assistance Program (EAP) is appropriate when management recognizes serious work performance problems related to alcohol/drug use, severe emotional issues or safety issues. Management should meet with the employee to discuss the referral. An authorization form to release information regarding services should be signed and dated by the employee and his/her supervisor. The form should specifically indicate what information could be released to the supervisor. Once the employee agrees to seek EAP services, the supervisor will call the Intake Department regarding the referral. The Guidance Consultant will gather information regarding the reason for the referral, the supervisor's expectation regarding the referral, and name and telephone/fax number of the supervisor.

d. Contact Information. The EAP for the California National Guard is provided by Com Psych. Com Psych is available 24 hours a day, 7 days a week to provide sensitive support and counseling – no matter what the need. Employees can call Com Psych toll-free at 1-888-290-4EAP. The California National Guard identification (ID) is FEDSOURCE. EAP provides information and resources online anytime a technician needs trusted, expert information, resources or referrals at www.GuidanceResources.com

17. Employee Benefits.

a. General Information. The Technician Act of 1968 was established to provide National Guard technicians employment benefits and entitlement to a retirement system that was equitable to other federal employees.

b. Federal Employee Group Life Insurance (FEGLI):

(1) Eligibility. All permanent and indefinite technicians with regularly scheduled tours of duty are eligible to enroll in the Federal Employees Group Life Insurance. The government pays one-third of the cost of your Basic Life Insurance, and you are automatically covered for Basic Life unless you waive this coverage. If you are eligible for basic coverage, you may select additional options by submitting Standard Form 2817 within 31 days of the date of your appointment or qualifying life event. Temporary technicians are ineligible for FEGLI coverage unless they convert from a covered position to a non-covered position without a break in service under the Continuity Rule.

(2) Non-Pay (LWOP) Status. Technicians on Leave Without Pay (LWOP), to include military active duty, will continue to be covered for a period not to exceed one year at no cost to the employee.

(3) FEGLI and Retirement. You may continue your FEGLI coverage into retirement if you have been covered for the 5 years immediately preceding your retirement or from your first opportunity to enroll. Your FEGLI Handbook will explain your coverage options in detail.

c. Federal Employees Health Benefits Program (FEHB):

(1) Enrollment. In order to enroll for health insurance benefits, you must submit Standard Form 2809, Health Benefits Registration, within 60 days of your entry-on-duty date, or the date you first become eligible to enroll. If you don't make an election, you are considered to have declined coverage and you must wait until the next open season to enroll.

(2) NOTE: Enrollment is NOT retroactive, and it cannot be made effective the day you enter on duty as you must have been in a pay status during some part of the pay period which precedes the one in which your enrollment becomes effective. Once this requirement has been met your enrollment will become effective on the first pay period that begins after HRO receives your enrollment request. Thus the earliest that your health insurance can possibly become effective is the beginning of the pay period that begins after the pay period in which you are hired. You will not be reimbursed for any medical expenses incurred prior to the effective date. You need to consider this in canceling any other health insurance coverage you may already have, and for scheduling of doctor visits or tests.

(3) Health plans provide varying benefits at different costs. If you fail to enroll in a health insurance plan within 60 days of becoming eligible, you must wait until the next Open Season period or Qualifying Life Event (QLE) to enroll. Some examples of a QLE are marriage, divorce or the birth/acquisition of a child. For

more information on health plans and enrollment, go to the Office of Personnel Management web site at www.opm.gov/insure/04/index.asp, contact your supervisor, the remote designee at your unit, or call the HRO.

(4) Eligibility. Your eligibility is based on your type of appointment and work schedule.

Generally speaking, all permanent and indefinite technicians with regularly scheduled tours of duty are eligible for the FEHB program. If you have a temporary full-time or part-time appointment and you complete one year of current continuous employment, you are eligible to enroll in the FEHB program. You are covered from the effective date of enrollment without a medical examination or restrictions based on your age or preexisting condition.

(5) Who is Covered. Self-only enrollment provides benefits just for you. Self and Family enrollment provides benefits for you, your spouse, and your dependent unmarried children under 22 years of age (unless the child is determined to be disabled prior to their 18th birthday).

(6) Premium Conversion Program. Technicians may use pre-tax dollars to pay health insurance premiums to the FEHB under the "Premium Conversion" program. Premium conversion uses Federal tax rules to let employees deduct their share of health insurance premiums from their taxable income, thereby reducing their taxes. You are automatically enrolled in premium conversion unless you waive participation. If you wish to waive premium conversion, you must complete a Federal Employees Health Benefits Program (FEHB) Premium Conversion Waiver/Election Form.

(7) Costs. FEHB premiums are paid through payroll deduction. The government shares the cost of health coverage for technicians who have permanent or indefinite technician appointments. After serving 12 months, temporary technicians can enroll in FEHB but must pay both the employee and the government share of the premium plus a 2% surcharge for administrative costs.

(8) Changing Plans. You can change plans and/or options during the annual Open Season. Notices pertaining to the Open Season will be published by the HRO. Various circumstances such as marriage, divorce, or the birth of a child, etc., will also allow you to change your enrollment at times other than Open Season. Contact HRO for complete information. Be sure you carefully review all available health insurance plans and decide which plan is best for you and your family.

(9) Choice of Plans and Options:

(a) Preferred Provider Organization (PPO). Offers a choice of doctors and hospitals within a network. Most networks are quite wide, but they may not have the doctors or hospitals you may prefer.

(b) Health Maintenance Organizations (HMO). Offers networks of physicians and facilities that are generally limited. You must use their network to get covered services and follow the plan's rules for referrals and other services.

(10) Non-Pay Status. A technician in Leave Without Pay (LWOP) status may continue FEHB coverage for a limited period. If the period of non-pay status is more than 30 days, you must contact the HRO prior to commencement for specific costs and length of coverage.

(11) Temporary Continuation of Coverage (TCC). You should be aware that if you leave Federal employment, you are eligible for TCC (unless you are separated for gross misconduct). TCC can continue your FEHB enrollment for up to 18 months. TCC is also available for up to 36 months for dependents who lose eligibility as family members under your enrollment. This includes spouses who lose coverage because of divorce and children who lose coverage because they marry or reach age 22. TCC enrollees must pay the total plan premium (without a government contribution) plus a 2% charge for administrative expenses. There are specific time periods in which you or your dependent must enroll for TCC. Contact your HRO for additional information.

(12) FEHB and Retirement. You may continue your FEHB coverage into retirement if you have been covered for the 5 years immediately preceding your retirement or from your first opportunity to enroll.

18. Additional Benefit Programs.

a. Flexible Spending Accounts (FSA). This tax-favored program sets aside pre-tax money to pay a variety of health-care or dependent-care related expenses (dental, medical, vision). FSAs are not carried over from year to year; you must renew enrollment each year. Enroll 60 days from your date of appointment or an open season each year (mid-Nov through mid-Dec). Permissible changes based on qualified status changes (marriage, children, employment, residence, dependents eligibility, etc). The FSA is handled through a third party contractor. Individuals in LWOP-US status may also cancel coverage. The two FSAs offered to eligible employees are: A Health Care FSA (HCFSA), through which you may use pre-tax allotments to pay for certain health care expenses that are not reimbursed by FEHB (or any other source) and not claimed on your income tax return. The maximum amount you may set aside in any tax year is \$3,000 and the minimum is \$250. A Dependent Care FSA (DCFSA), through which you may use pre-tax allotments to pay for eligible dependent care expenses. The maximum amount you may set aside in any tax year is \$5,000 (\$2,500 if you are married and filing a separate income tax return) and the minimum amount is \$250. For additional information visit <http://www.fsafeds.com>

b. Federal Long-Term Care Insurance Program (FLTCIP). The FLTCIP is insurance to cover care needed to help perform the daily activities if suffering an on-going illness or disability. It is not for acute care or the type of care received in a hospital. This is the only government-endorsed long term care insurance program for current and retired employees. Its purpose is to pay for long-term home-care, nursing home or assisted living services. Technicians are initially eligible within 60 days of appointment or can apply via the full underwriting application directly with the LTC Partners, LLC. LTC is handled through a third party contractor to form The Long Term Care Partners, LLC. For more information visit the LTC web site at <http://www.ltcfed.com>.

c. Disability Insurance. Long Term Disability Income helps replace lost income if you are disabled. There are two plans to choose from – National Guard Association of the United States (NGAUS) Technician Insurance Program (underwritten by Relistar), and Combined Long Term Disability Insurance (underwritten by G.E. Financial). Premiums are paid by payroll deduction. New employees have 30 days from the effective date of appointment to enroll and are guaranteed acceptance into a disability insurance program without health questions or examinations. Contact your Remote Designee or the HRO for more information.

19. Retirement.

a. General Information. The National Guard Technician Program consists of two retirement systems:

- (1) Civil Service Retirement System (CSRS).
- (2) Federal Employees Retirement System (FERS).

b. The Civil Service Retirement System covers National Guard Technicians employed prior to 1 January 1984. If you are just entering the federal system, you will be in the Federal Employees Retirement System. Both CSRS and FERS give the technician a measure of income protection in case of disability. Both retirement systems will provide for your family in case of death; and both systems will pay you an annuity after your retirement. Each Technician contributes 7% of gross pay towards retirement. For FERS employees, 6.2% pays for the Social Security portion of retirement and 0.8 % goes into the FERS retirement fund.

c. Civil Service Retirement System (CSRS). Your age and number of years of federal service determine your eligibility for retirement. To be eligible for an immediate annuity you must be:

(1) Voluntary CSRS Retirement:

- (a) Age 62 with 5 years service.
- (b) Age 60 with 20 years service.
- (c) Age 55 with 30 years service.

(2) Involuntary CSRS Retirement: Involuntary Retirements occur if a technician loses military membership for reasons NOT related to misconduct or non-performance. When this occurs, if the CSRS technician is age 50 with 20 years of federal service, or any age with 25 years of service, he/she is eligible for an immediate retirement annuity. However, there is a 2% reduction in your retirement annuity for each year your age is under 55.

d. Federal Employees Retirement System (FERS). The FERS retirement is a three tiered program including FERS, Social Security and the Thrift Savings Plan. The rule of thumb to determine the FERS basic benefit annuity is 1 percent of the high-three average salary multiplied by length of creditable service. For example, if you are a FERS technician and you work for 20 years, your retirement annuity will be 20% of your average “high 3”.

(1) Voluntary FERS Retirement:

- (a) Age 62 with 5 years of service.
- (b) Age 60 with 20 years of service.
- (c) *Minimum Retirement Age (MRA) with 30 years of service.
- (d) *MRA with 10 years of service (reduction of 5% per year for each year under age 62).
- (e) *Note: Your MRA is dependent on your birth year.

(2) Involuntary FERS Retirement. To qualify for an involuntary annuity you must be:

- (a) Age 50 with 20 years of service.
- (b) Any age with 25 years of service.

(c) If you lose your military membership, you may retire with a full annuity if you are at least age 50 with 25 years of service.

(d) You may also be eligible to receive a Special Retirement Supplement until you reach age 62, when you become eligible for Social Security benefits.

e. Separation Withdrawals. If you decide to leave technician service prior to retirement age, you can withdraw all the retirement money that was withheld for your retirement fund. If you have completed at least 5 years of civilian service but are not eligible to retire with an immediate annuity, you may leave the money in the fund and at age 62 be entitled to a “deferred annuity”. If you separate from technician service, and die before reaching age 62, your survivor is entitled to a lump sum payment of your contributions. CAUTION-FERS. If you

are a FERS technician and choose to withdraw your retirement funds upon separation, you will void a future annuity for this period of service. You cannot redeposit a FERS refund.

f. Prior Federal Service. If you have worked for the Federal Government prior to this appointment, you may have additional creditable service towards retirement. Please bring this to the attention of the HRO.

g. Military Service Deposit. All honorable active duty military service is potentially creditable. CSRS technicians hired 1 October 1982 or later and FERS Technicians will not receive credit for their military service unless a deposit is made.

h. FERS - a deposit of 3% of military taxable earnings is required in order to receive credit for civilian retirement purposes.

i. CSRS - a deposit of 7% of military taxable earnings is required to receive credit for civilian retirement purpose. Technicians covered by CSRS prior to Oct 01, 1982 will receive credit for military service until age 62 without making a deposit. If a deposit is not made, the annuity will be reduced at age 62.

j. Interests Accrual Date. No interest is charged if the deposit is received by the Defense Finance and Accounting Service (DFAS) prior to your third anniversary date (3 years after your hire date) in a retirement covered position. In the case of USERRA, your interest accrual date is 3 years from the date you return to duty status.

20. Thrift Savings Plan (TSP).

a. General Information. The Thrift Savings Plan (TSP) is a retirement savings plan for FERS and CSRS employees. FERS technicians must consider the TSP as a major component of their retirement and are strongly encouraged to maximize this benefit. Because your TSP account is a tax deferred account, you cannot withdraw it until you leave federal service except in instances of extreme hardship or upon reaching age 59 1/2. An advantage of the TSP is that you pay no taxes on your contributions to TSP or earnings until you withdraw your account.

b. You are normally eligible to participate in the TSP beginning the first day of the pay period following receipt of your TSP election form (TSP-1) by the HRO. For FERS technicians the government automatically contributes the equivalent of 1% of your salary to your TSP account beginning the first pay period during the second open season after your entry on duty, whether you decide to contribute or not. If you choose to contribute to the TSP, the government will match your contributions up to 3% of your salary, and will contribute 50 cents on the dollar for the next 2%. Government contributions stop at 5%. (Note: If you are not contributing 5% - you are throwing away money in the form of matching contributions!). You can contribute additional funds in accordance with the current rules. For up-to-date information on TSP see the web site at www.tsp.gov.

c. TSP Account Withdrawals. You may withdraw from your TSP account upon separation from federal service. However, if you withdraw money from your TSP account prior to age 59 1/2 you may be subject to an early withdrawal penalty and the money received will be considered taxable income. The TSP Withdrawal Booklet outlines the specifics. It may be obtained from your HRO or the TSP website.

21. Designation of Beneficiary.

a. General Information. If you die while you are a Federal employee, payments will be made in a particular order set by law as follows:

- (1) First to your widow or widower.
- (2) Second, if none of the above, to your child or children, with the share of any deceased child distributed among descendants of that child (a court will usually have to appoint a guardian to receive payment for a minor child).
- (3) Third, if none of the above, to your parents in equal shares or the entire amount to your surviving parent.
- (4) Fourth, if none of the above, to the executor or administrator of your estate.
- (5) Fifth, to your other next of kin as determined under the laws of the State where you live.

b. If you are satisfied with the above order of payment, you do not have to take any action. But if you want funds to go to someone else, you need to file Designation of Beneficiary as follows:

- (1) FEGLI (Form SF-2823).
- (2) FERS (Form SF-3102).
- (3) TSP (Form TSP-3 – Mail directly to Thrift Savings Plan).
- (4) Unpaid Compensation (Form SF-1152).

22. Equal Employment Opportunity (EEO).

a. General Information. It is the National Guard's policy to provide equal employment opportunity and fair treatment for all technicians and applicants for employment regardless of race, color, gender, national origin,

religion, age or handicap. Discrimination and reprisal for participating in the complaint process will not be tolerated. Management officials will take immediate and appropriate action to correct any occurrence of discrimination or sexual harassment.

b. Diversity. Diversity Management is an organizational culture that accepts and values human differences and similarities and the positive contribution they can bring to our organization. It involves understanding the human environment and appreciating the gender, race, culture, and ethnic variations of our workforce.

c. Complaints. If you feel you have been discriminated against, or you have been subjected to sexual harassment, you must file a complaint with an EEO Counselor within 45 calendar days of the discriminatory or harassing act, or within 45 calendar days of when you should have reasonably known about the act. A list of EEO Counselors is posted on each unit's bulletin board.

d. Should you have questions concerning the Equal Employment Opportunity Program or the complaint process, contact the State EEO Manager.

23. Ethics and Conduct.

General Information. All technicians are required to maintain high standards of honesty and integrity and to conduct business in an ethical manner on and off duty. You are required to perform your assigned duties conscientiously and to always conduct yourself in a manner that reflects credit on you and the National Guard. If your conduct is in violation of any statute, regulation, or other proper authority, you will be held accountable. Violation of any standard of conduct may be the basis for disciplinary action. It is not the intent of this publication to list every restriction or requirement imposed by law, regulation or other proper authorities. Some of the prohibited acts that can result in disciplinary action are:

- a. Using a government vehicle without authorization.
- b. Misusing official and/or classified information.
- c. Gambling and betting on duty.
- d. Misusing government property: such as, supplies, personal computers, telephones, or fax equipment.
- e. Using a government-issued travel card for personal use.
- f. Refusing to cooperate in an administrative investigation.
- g. Accepting gifts and favors from subordinates or customers.
- h. Filing fraudulent claims.
- i. Using illegal drugs, alcohol or intoxicants.
- j. Misusing government postage/mail.
- k. Making false statements.
- l. Engaging in illegal political activity.
- m. Using obscene or vulgar language.
- n. Accepting outside employment that conflicts with your technician duties or discredits the National Guard.
- o. Your actions must never discredit the National Guard, whether you are on-duty or off.

24. Incentive Awards.

General Information. The Incentive Awards Program is designed to improve operations and services. Its purpose is to motivate, increase productivity and creativity by recognizing employees whose job performance and/or adopted ideas benefit the agency and are substantially above normal job requirements and performance standards. You may earn an award for your high level performance, a suggestion, an invention, or a special act or service, as long as it benefits the government and is outside your normal job responsibilities; or, if within your job responsibilities, it is of such high quality that an award is warranted. These awards may be made to an individual technician or shared by a group.

a. Cash Award. Sustained Superior Performance (SSP) or a one time special act or service may be recognized with a cash award. This is a single payment that does not change your rate of pay.

b. Quality Step Increase (QSI). A Quality Step Increase (QSI) is recognition in the form of a one-step increase in a General Schedule (GS) technician's rate of basic pay (Federal Wage System (FWS) technicians are not eligible for a QSI). A QSI is available to technicians based on sustained high-quality performance expected to continue in the future.

c. Time-Off Award. This award grants an excused absence to a technician without charge to leave or loss of pay. Time-off awards are intended to increase productivity and creativity by rewarding contributions to the quality, efficiency, or economy of government operations. Technicians may be awarded up to 80 hours of time off during a leave year; however, no more than 40 hours may be given at any one time.

d. Suggestion Award. These awards are given to technicians who provide suggestions to improve the economy, efficiency, or effectiveness of Federal Government operations, which have been adopted by the agency. Suggestion awards may be monetary or non-monetary.

e. Honorary Award. These include awards such as the President's Award for Distinguished Federal Civilian Service, the Department of Defense Distinguished Civilian Service Award, the Meritorious Civilian Service Award, and certificates of achievement, etc.

f. Length of Service Award. Technicians are awarded certificates and pins as they reach milestones in Federal Service (5-year increments beginning at 5-years of credible service).

25. Injury Compensation.

a. General Information. The Federal Employees' Compensation Act (FECA) provides compensation benefits for a permanent/temporary disability due to personal injury or disease sustained in the performance of duty.

b. Injured at Work. Contact your supervisor immediately if you are injured at work. Your supervisor will secure the forms required to document your injury and submit your claim. No matter how small the injury may seem to you, it is important that you discuss the matter with your supervisor. If your injury requires absence from the workplace, it is possible for you to be compensated for this time without charge to sick or annual leave. You are expected to return to work as soon as possible, subject to written medical restrictions, even if it is in a light duty status.

c. False Claims. If a technician files a false claim he/she is subject to prosecution and, if found guilty, could be fined or imprisoned.

d. Death. The FECA provides for the payment of benefits to survivors if the technician dies due to a work-related injury or disease.

26. Merit Placement and Promotion.

a. General Information. Promotions in the National Guard Technician Program are based on a system of merit. Vacant positions may be announced with the required knowledge, skills, and abilities (KSAs) stated in the announcement. Applications are invited from all interested eligible applicants. Minimum qualifications are determined. A list of qualified applicants is then presented to the Selecting Official for interview and selection then forwarded to HRO for approval and appointment.

b. The quality of an applicant's responses to KSAs and information contained in the application will help determine whether he or she is among the best-qualified candidates for the job. It is important that applicants carefully prepare and submit complete and accurate information for job consideration.

27. Reduction in Force.

A Reduction-In-Force (RIF) occurs when an agency is obligated to demote, separate, or furlough one or more employees because of lack of work, shortage of funds or reorganization. The cause may come from the action of the President, Congress, the Office of Management and Budget or from decisions of the head of the agency or some official who has been authorized to make such decisions. Once the decision has been made to conduct a RIF, officials of the agency must decide what organizations and programs to reduce and how to distribute the remaining resources.

28. Pay Administration.

a. General Information. Technicians are paid bi-weekly via electronic funds transfer (EFT). Allotments may be taken out of your pay for the following purposes:

- (1) Union dues.
- (2) Savings bonds.
- (3) Allotments to financial institutions.
- (4) Charitable institutions such as the Combined Federal Campaign.

b. Earnings Statements. A Department of Defense Civilian Leave and Earnings Statement (LES) is available to each technician every pay period. The statement shows current and year-to-date earnings and deductions, TSP contributions, and leave balances. Technicians should review each LES and assure calculations and accruals are correct. If there is an error or question about information, such as incorrect earnings, leave accumulation, taxes or other listings; you should contact your supervisor immediately for assistance.

c. Holiday Premium Pay. Holiday Premium pay is additional pay, when authorized in advance, for holiday work.

d. Environmental Differential Pay. Wage Grade (WG) technicians exposed to various degrees of hazard, physical hardship or other unusual working conditions in the performance of their duties may be authorized Environmental Differential Pay (EDP) in accordance with established regulations.

e. Hazardous Duty Pay. General Schedule (GS) employees may be paid hazardous duty pay (HDP) only for a duty included in official listings of irregular or intermittent hazardous duties involving physical hardship. A differential may not be paid to a technician for duty listed when the duty has been credited in the classification of the technician's position.

f. Pay Adjustments. Pay increases are granted upon receipt of revised pay schedules (generally at the beginning of each calendar year). Pay tables are published on the Office of Personnel Management web site at www.opm.gov.

g. Within Grade Increases. Within grade increases (WGI) are granted based on length of service and performance.

h. Waiting Periods for Within Grade Increases:

(1) Wage Grade (WG, WL, WS) Employees: Temporary, indefinite and permanent Wage Grade employees are eligible for a WGI the pay period following completion of the required waiting period provided performance is fully acceptable and no equivalent increase (promotion) was received during the waiting period. Waiting periods to the following steps are:

- (a) Step 1 to Step 2 - 26 calendar weeks of creditable service in Step 1.
- (b) Step 2 to Step 3 - 78 calendar weeks of creditable service in Step 2.
- (c) Step 3 to Step 4 - 104 calendar weeks of creditable service in Step 3.
- (d) Step 4 to Step 5 - 104 calendar weeks of creditable service in Step 4.

(2) General Schedule (GS) Employees: Only indefinite and permanent General Schedule employees are eligible for a WGI. A WGI will occur in the pay period following completion of the required waiting period provided the employee has performed at an acceptable level of competence and he/she has not received an equivalent increase (promotion) during the waiting period. Waiting periods to the following steps are:

- (a) Step(s) 2, 3 and 4 - 52 calendar weeks of creditable service (1 year between each step).
- (b) Step(s) 5, 6 and 7 - 104 calendar weeks of creditable service (2 years between each step).
- (c) Step(s) 8, 9 and 10 - 156 calendar weeks of creditable service (3 years between each step).

i. *Note: Excess time in a personal (non-military related) Leave Without Pay status may result in a delay of your WGI. Contact the HRO for specifics.

j. Severance Pay. Indefinite and permanent technicians who have been employed for at least 12 months may be eligible for severance pay if separated involuntarily and not for cause and ineligible for an immediate annuity.

29. Performance Evaluation.

a. General Information. Performance appraisals consist of critical elements and performance indicators. You should receive a copy of your performance plan no later than 30 days after placement in a position. Critical elements define what kind of work you will be expected to perform, and the standards (or performance indicators) describe how well you must perform to meet certain levels of expectation. A critical element is defined as a component of a position consisting of one or more duties and responsibilities which contribute towards accomplishing organizational goals. Unacceptable performance in any critical element will result in an unacceptable rating.

b. Performance Appraisals. At least once a year (in your birth month), your supervisor will rate your performance on the job. You must have been working under the performance critical elements and performance indicators for a minimum of 120 days (check your local negotiated union agreement for minimum rating period) to receive a rating.

c. Progressive Review. Employees can expect formal performance feedback sessions from their supervisor at least semi-annually. These feedback sessions give the supervisor and the employee a chance to comment on job performance to date and may be used as supporting documentation for the final appraisal.

d. Unacceptable Performance. If at any time during the appraisal cycle a technician's performance is determined to be unacceptable in one or more critical elements then the technician will be notified of which element(s) are not being performed at an acceptable level and the level of performance that must be attained to demonstrate acceptable performance. The technician will be given a Performance Improvement Plan (PIP) and a reasonable period of time (approximately 60 to 90 days) to show acceptable performance improvement. Once the technician has been afforded a reasonable opportunity to demonstrate acceptable performance, the agency may propose a reduction in grade or a removal action if performance is still at an unacceptable level.

e. Appeals. Technicians may file an appeal if they are dissatisfied with their performance appraisal. The appeals process is defined in the negotiated union contract or as determined by the HRO.

30. Labor-Management Relations.

a. General Information. In the National Guard Technician Program, the bargaining unit (union) consists of all technicians who are not supervisors, confidential management assistants, investigators, auditors, and in some cases, personnelists. If you are a member of the union, you have the legal right to form, join or assist any labor organization or to refrain from such activity. Technicians may represent the union and present its views to management without penalty or reprisal.

b. The Adjutant General and the union(s) have a collective bargaining agreement (contract) which is available through your HRO or union representative. A list of union stewards should be posted on bulletin boards at each work location. You can get applications to join the union from any steward or union official. Nothing requires a technician to pay union dues.

31 Discipline and Adverse Actions.

a. General Information. A disciplinary action may be anything from an oral admonishment to a letter of reprimand. An oral admonishment lets you know that you must stop doing certain things (example: tardiness). A letter of reprimand is more serious because it is a written notification of the problem with a warning of what might happen if the situation is not corrected. The letter is kept temporarily in the Human Resources Office for a specified period. Disciplinary actions can be grieved through the negotiated grievance procedure for bargaining unit technicians and through the agency grievance procedure for non-bargaining unit technicians.

b. Adverse Actions. There are three types of adverse actions:

- (1) Suspension from work.
- (2) Change to lower grade.
- (3) Removal from position.

c. There are considerable due process measures to protect a technician from an unfair disciplinary or adverse action, including the right to an administrative hearing. The final level of appeal on these actions rests with The Adjutant General.

d. Appeal and Grievance Procedures. There are specific appeal and grievance procedures outlined in the labor contract. Labor contracts can be obtained from the HRO website.

32. Political Activities.

All National Guard technicians are subject to the basic political activity restrictions of the 1993 Hatch Act.

a. Technicians may (but NOT in uniform):

- (1) Participate in non-partisan activities and in public affairs, so long as participation does not affect the efficiency or integrity of the National Guard.
- (2) Participate in the activities of a political party.
- (3) Serve as delegates to a party convention and attend nominating caucuses.
- (4) Display articles associated with political parties, circulate nominating petitions, canvass for votes and manage partisan campaigns.
- (5) Display bumper stickers on private autos even though they are parked in government parking lots.
- (6) Register to vote, act as poll watchers, election judges or provide other election assistance to partisan elections.

- (7) Run as candidates in non-partisan campaigns or as independents.

- (8) Contribute to partisan campaigns on non-duty time.

- (9) Attend fundraisers, give speeches, stuff envelopes and organize mail or phone solicitations.

b. Technicians may NOT participate in political activities:

- (1) While on duty or wearing a uniform, badge, insignia, or other similar item that identifies the National Guard or the technician's position.

- (2) Allowing their official title to be used in conjunction with political fundraising activities.

- (3) Soliciting subordinates to contribute time, money or services for any activity.

- (4) While in any room or building occupied in the discharge of official duties by an individual employed by the Federal Government.

- (5) While using a government-owned/leased vehicle or while using a privately owned vehicle in the discharge of official duties. This includes the use of government owned office equipment and communications network.

- (6) Using their official authority or influence to interfere with an election.

c. There are exceptions for non-partisan elections. Check with JAG for additional guidance.

33. Training and Development.

a. General Information. The National Guard has a strong commitment to developing the talents, skills, and abilities of its technicians. The Government Employees Training Act, PL 85-507, emphasizes that training is a responsibility of the government and that training is necessary and desirable. Once you are employed, you may receive additional training you need to perform your job. This may range from on-the-job developmental assignments to formal classroom instruction. Your supervisor is responsible for working with you to determine your training needs. All requests for formal training must be submitted by your supervisor to the HRO Employee Development Specialist on a DD Form 1556.

b. Individual Development Plan (IDP). An essential part of your career development is the Individual Development Plan (IDP). An IDP is a developmental action plan that structures training and development based on your duties and responsibilities. It details training activities designed to meet established goals and objectives. The development of an IDP takes many factors into consideration including your present skill level, your potential, your goals and the needs of the National Guard. Your supervisor will work with you to prepare your IDP.

34. Uniformed Services Employment and Reemployment (USERRA).

a. General Information. Public Law 103-353, the Uniformed Services Employment and Reemployment Rights Act of 1994 was enacted on 13 October 1994 and became effective on 12 December 1994.

b. Basic Entitlement. An employee, who performs duty with a uniformed service (including active duty, active duty for training, or inactive duty training), whether voluntary or involuntary, is entitled to be restored to the position he or she would have attained had the employee not entered the uniformed service, provided the employee:

- (1) Gave the agency advance notice of departure except where prevented by military circumstances.
- (2) Was released from uniformed service under honorable conditions.
- (3) Served no more than a cumulative total of 5 years (exceptions are allowed for training and involuntary active duty extensions, contingency operations, and to complete an initial service obligation of more than 5 years).
- (4) Applies for restoration within the appropriate time limits.

c. While on duty with the uniformed services, the agency carries the employee on leave without pay unless the employee requests separation. A separation under these circumstances does not affect restoration rights.

d. Uniformed service as defined in 38 United States Code (U.S.C.) 4303(16) means the Armed Forces, the Army, and Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; and any other category of persons designated by the President in time of war or emergency.

e. Time Limits. Employees who serve in the uniformed services:

- (1) Less than 31 days (or who leave to take a fitness exam for service) must report back to work at the beginning of the next regularly scheduled work day following their completion of service and the expiration of 8 hours after a time for safe transportation back to the employee's residence.
- (2) More than 30 but less than 181 days must apply for reemployment no later than 14 days after completion of service.
- (3) More than 180 days have 90 days after completion of service to apply for restoration.
- (4) Employees who fail to meet these time limits may be subject to disciplinary/removal action.

f. Restoration. Employees who served less than 91 days must be placed in the position for which qualified that they would have attained had their employment not been interrupted. If not qualified for such position after reasonable efforts by the agency to qualify the person, the employee is entitled to be placed in the position he or she left.

g. Employees who served more than 90 days have essentially the same rights as described above except that the agency has the option of placing the employee in a position for which qualified of like seniority, status, and pay.

h. Employees with service-connected disabilities who are not qualified for the above must be reemployed in a position that most closely approximates the position they would have been entitled to, consistent with the circumstances in each case.

i. Employees who were under time-limited appointments finish the unexpired portion of their appointments upon their return.

j. Service Credit. Upon restoration, employees are generally treated as though they had never left. This means that time spent in the uniformed services counts for seniority, within-grade increases, completion of probation, career tenure, retirement, and leave rate accrual. (Employees do not earn sick or annual leave while off the rolls or in a non-pay status. To receive civil service retirement credit for military service, a deposit to the retirement fund is usually required to cover the period of military service. Only active, honorable military service is

creditable for retirement purposes. If the employee is under the Civil Service Retirement System (CSRS), a deposit of 7 percent of military basic pay (plus interest under certain conditions) is required. The deposit is 3 percent if the employee is under the Federal Employees Retirement System (FERS).

k. Note: Prior to the enactment of Public Law 103-353 in October 1994, National Guard service was creditable military service for civil service retirement only when the National Guard was activated in the service of the United States. The 1994 law made full-time National Guard service (as defined by 10 U.S.C. 101(d)) which interrupted creditable Federal civilian employment under CSRS or FERS and followed by restoration under chapter 43 of title 38, U.S.C., on or after August 1, 1990, creditable as military service.

35. Voluntary Separation.

General Information. An employee is free to resign at any time, to set the effective date of his/her resignation, and to have his/her reasons for resigning entered in the official records. This is considered a voluntary action and written notice should be given to your supervisor at the earliest possible date.

36. Resignations.

Resignations should be in writing, preferably on a Request for Personnel Action (SF52) to include your reason for resigning and your forwarding address. Contact the HRO prior to your separation for information regarding your benefits.

FOR THE GOVERNOR:

WILLIAM H. WADE II

Major General

The Adjutant General

OFFICIAL:



STUART D. EWING

Captain, CA ANG

Deputy, Human Resources Officer